

## VIII-2 Employment

### 1. Labor Conditions

In Japan, the Labor Standards Law regulates minimum labor conditions. There are no differences in labor conditions with respect to nationality, beliefs or social status. When starting a new job, your employer must clearly state the labor conditions. According to the law, the employer must clearly identify the following items in writing:

- (1) Duration of Contract
- (2) Where to report for work and what the job consists of
- (3) Daily work start and finish, break times, holidays, vacations, extra work (overtime), etc.
- (4) Statement of compensation (salary) and the manner in which wages are calculated and paid
- (5) Until what day of each month wages are calculated and which day they are paid
- (6) Matters concerning retirement and reasons for dismissal, etc.

In addition, bonuses and retirement allowance must be stated, if applicable. For part-time employees, items such as “whether wages will rise”, “whether retirement allowance will be paid” and “whether bonus will be paid” must be stated.

### 2. Labor Standards

The following standards concerning labor exist:

#### ① Labor Standards Law

##### a) Hiring Restrictions

When employees become injured or fall ill on the job, the employer must not dismiss them while they are absent from work for recuperation and the following 30 days. However, when the employer compensates in a legal manner, these restrictions do not apply.

##### b) Prior Informing of Dismissal

The employer must inform the employee at least 30 days in advance that s/he will be dismissed from his/her job.

##### c) Holiday Pay

When it is determined that the employer is responsible for suspending operations, the employee is entitled to receive at least 60% of their average wage.

##### d) Working Hours

As a general rule, working hours, excluding breaks, must not exceed eight hours per day or 40 hours per week. Any labor performed outside of these hours deems the employee eligible to receive overtime wages.

#### ② Minimum Wage Law

The minimum wage is determined in regards to the respective job, industry and region.

### 3. Labor Standards Inspection Office

The Labor Standard Inspection Office conducts guidance and supervision to determine whether the Labor Standards Law is being adhered to. In the event of problems related to labor conditions or accidents on the job, it is recommended that you consult with the Labor Standards Inspection Office in charge of the district of your employment. (Appendix IX—4)

### 4. Accidents on the Job

If the Labor Standards Inspection Office has determined that you have become ill or injured during work or as a result thereof, funds required for treatment, compensation for time off work, a disability pension, and any other ancillary costs will be reimbursed from the insurance which your employer or factory maintains (worker's compensation insurance). For details, contact the Labor Standards Inspection Office governing your company's region.

## **5. Consultation Services**

Consultations in English, Chinese and Portuguese are available concerning troubles stemming from matters such as labor conditions.

The Osaka Labor Office Foreign Worker Consultation Corner (Appendix Ⅸ—2)

Labor Hotline for foreign workers is available in English, Chinese, Portuguese, Spanish and Tagalog. (Appendix Ⅸ—2)

## **6. Employment Insurance**

For periods of unemployment, for living costs and job-hunting, (limited) unemployment benefits are available. The “Hello Work” office having jurisdiction over your residential area is responsible for this matter. In principle, all employers engaging in business with employees must offer employment insurance to employees.